



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Developmental Disabilities Administration

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

MEMORANDUM

Transmittal # DDA2013002

Date: August 1, 2013

To: Community Service Providers
Resource Coordinators
Support Brokers and FMS, if in New Directions Waiver
DDA Staff

From: Patrick Dooley *TP for P.D.*
Acting DDA Executive Director

Re: **New Service Funding Plan Operating Procedure**

The DDA's financial re-engineering efforts have revealed opportunities to improve the Service Funding Plan (SFP) approval and award process. By specifically making key changes to the SFP process, there is an immediate opportunity to improve efficiency, consistency, transparency, fiscal stability and overall service to DDA consumers. As a result, the DDA has been focused on redesigning the SFP approval and award procedure for the past several months and has conducted a variety of internal and external sessions with stakeholders to identify process changes, guidelines and new timelines for the completion and award of SFPs and we are excited to implement these changes.

To ensure the smooth implementation of these process changes, we will distribute detailed guidance and documentation by August 9th that will take effect on September 1, 2013. This guidance and documentation will also be available on DDA's website. Upon implementation, the DDA will closely monitor process changes to support a process of continuous improvement.

If you have any further questions or comments regarding this memorandum, please send them to DDA_CFO@maryland.gov with a subject title of "New SFP Operating Procedure."

CC: Individuals identified in application to enroll in DDA services
Individuals identified in request for service changes
Legal guardians, if applicable